

Z 56

.D95

Copy 1



LIBRARY OF CONGRESS.

Chap Z56 Copyright Dc.

Shelf .D95

UNITED STATES OF AMERICA.

A LIST OF CONTRACTED OUTLINES

TO AID ADVANCED SHORT-
HAND WRITERS IN ACQUIRING SPEED,

COMPILED AND PUBLISHED BY
DUREN, VINT, & SOMERSALL,
P. O. Box 1358, BOSTON, MASS.



1888.

Copyright, 1888, by Duren, Vint, & Somersall

PRICE 25 CENTS.

256
201

INTRODUCTION.

The study of contracted outlines should not be commenced until the student has advanced far enough to write from 60 to 80 words a minute, and has a good general knowledge of how words in common use should be written.

The principle of contracting is to drop one or more consonants from a word, generally at the end, but there are exceptions, as in the word "experience", which is written .

The syllables, Ted and Ded, may be omitted in most cases without impairing the legibility of the outline ; as, Augmented () , &c.

Tive may also be omitted at the end of an outline ; as, Active () , using the final F or V hook in place of it.

Ful or Fully may be expressed at the end of an outline by the stroke F, as in Peaceful () or Gracefully () .

Able may be omitted at the end of an outline, as in Admirable () .

Ment may safely be omitted in almost every case where there are three or more consonants in the word ; as, Management () .

In a great many cases two tenses may be expressed by one outline, as well as the substantive ; e.g. Determine, Determined, Determination

The student should learn thoroughly the outlines contained in this little book, so as to recognize them as readily as the grammalogues, and to be able to write them without hesitation.

We know that after taking our two courses in Phonography and giving them careful study, the student will be in a position, after mastering this list

of Contractions, to enter any commercial house to do correspondence - so far as the shorthand is concerned.

By careful and diligent study for nine months a student ought to write 150 words a minute.

CONTRACTED OUTLINES.

Abandon		Actionable
Abandoned		Active
Abandonment		Actively
Ability		Activity
Abominable		Ahered
Accelerated		Adjective
Accelerative		Adjustment
Accidental-ly		Admirable
Accommodate-d		Admissible
Accommodation		Advisable
Accountable		Affect-ed
Acknowledge-d-ment		Affecting
Accustom		Affectionate-ly
Accustomed		Agreement
Acquaintance		Already

Alteration	{	Artificial-ly	-
Alternative	{	Ascendancy	2
Ambiguous	{	Ascertain-ed-ing)
Ambiguity	{	Asperity	2
Anticipated-ing	{	Asserted	2
Anticipative	{	Associated	2
Antiquity	{	Assented	2
Answerable	{	Astounded	2
Apostolic	{	Astronomer	2
Appearance	{	Attachment	-
Application	{	Attracted-tion	-
Appointed	{	Attractive	2
Appointment	{	Augmented	-
Approximate-ed-ation	{	Autobiographic-al	2
Archbishopric	{	Banded	-
Argument	{	Baneful	-
Argumentative	{	Banefulness	-
Aristocratic	{	Banishment	-
Aristocracy	{	Barbaric-ity-ism	-
Arrange-d-ment	{	Behalf	-
Arranger	{	Behave	-

Behove		Certainty	
Bended		Certificate-d	
Benediction		Changeable	
Beneficial		Changeableness	
Bespoken		Changer	
Billing		Charity	
Biographical		Chargeable	
Blissful-ly		Chemistry	
Bounded		Children	
Bountiful-ly		Chivalry	
Brilliancy		Chivalrous	
Burdensome		Clemency	
Capacity		Collect-ed-ing	
Captivate		Collection	
Captive		Collective	
Captivity		Collectively	
Careful-ly		Combustible	
Carefulness		Commemorated	
Carried		Commemorative	
Celerity		Communicated	
Certain-ly		Communicative	

Concurrence		Conveniently	
Concurrent		Correct-ed	
Confidential-ly		Corroborate	
Confinement		Corroborated-tion	
Confiscated		Countenance	
Conflict-ed		Countenanced	
Conjecture		Counteracted	
Conscientiousness-ly		Counteractive	
Consecutive		Credentials	
Consecutively		Credited	
Consisted		Criticism	
Consistency		Culpable	
Consolidated		Custom	
Conspicuous-ly		Customary	
Contemptuous-ly		Damnable	
Contestable		Dated	
Contracted		Declinable	
Contributed-tion		Defective	
Contributive		Degraded	
Contrivable		Delinquency	
Convenient-ence		Delinquent	

Deliverance		Determinable	
Deliver-ed-ery		Dexterous-ly	
Delivering		Dignify-ied	
Demanded		Diligent-ly	
Department		Diplomacy	
Depended		Diplomatic	
Dependency		Directed	
Deplorable		Disappearance	
Depravity		Disappointed	
Descended		Disappointment	
Describe-ed		Disbanded	
Description		Discernible	
Descriptive		Discountenance	
Deserted		Discountenanced	
Desirable-ility		Discouragement	
Destructive		Discover-ed-ery	
Detective		Discoverable	
Despondency		Discrepancy	
Destructible		Discriminate-ed	
Deteriorate-ed		Disgraceful-ly	
Determine-ed-ation		Dishonorable-ly	

Disinclination		Elected	
Disparage		Electricity	
Dispatch		Embellishment	
Displeasure		Embezzled	
Disqualification		Embodiment	
Disqualify ied		Emergency	
Disqualifying		Emphatical	
Disregarded		Employment-ing	
Dissatisfy-ied		Encourage-ed-ment	
Distribution		Endorse	
Document		Endorsed	
Dogmatic		Endorsing	
Doubte l		Endorser	
Duplicate-ed		Engage-ed-ment	
Duplicity		Enhance	
Eccentric		Enhanced	
Eccentricity		Enlighten-ed-ment	
Effeminate		Enquiry	
Effect-ed		Entered	
Effective		Enthusiasm	
Effectual-ly		Enthusiastic	

Entitle		Exemplify	
Entitled		Exemplified	
Entrenchment		Exonerate	
Epidemic		Exonerated	
Equal-ly-ity		Exorbitant-ance	
Equivalent-ence		Expanded	
Escorted		Expediency	
Eventful		Expedition	
Evident-ence		Expended	
Evidently		Experience	
Exaggerated		Experienced	
Example		Experimental	
Excellency		Experimentally	
Exceptionable		Explanatory	
Exchange-d		Explicable	
Exchangeable		Explicit	
Excluded		Explicitly	
Exclusively		Expounded	
Executed		Expostulated	
Exemplary		Expostulation	
Exemplification		Exquisite	

Exquisitely	er	Figuratively	er
Extended	ed	Fluctuate-ed-ing	ed
Extensive-ly	ed	Fluctuations	ed
Extremely	ed	Forfeiture	ed
Facilitated	ed	Formidable	ed
Facility	ty	Fortunate	ty
Fact	t	Founded	t
Faculty	ty	Frustrated	ty
Faithful	ful	Fulfil	ful
Familiarity	larity	Fulfilment	larity
Fanciful	ful	Funded	ful
Fantastical-ly	ful	Furnish-ed-ing	ful
Fashionable-ly	ful	Furniture	ful
Fastidiously-ness	ful	Genuine	ful
Favorable-ly	ful	Genuineness	ful
February	ber	Glorification	ber
Fermented-ation	fer	Gracefully	fer
Festival	fest	Granted	fest
Festive	fest	Greater	fest
Fictitious-ly-ness	fest	Greatest	fest
Figurative	fig	Grovel	fig

Grovelling		Imaginary	
Guarantee-d		Imagination	
Hateful-ly		Immaterial	
Headquarters		Immeasurable	
Henceforth		Immodest	
Hesitated		Immodestly	
Hilarity		Immodesty	
Hopeful-ly		Immovable	
Hopeless-ness-ly		Impatient	
Horseback		Impenetrable	
Horticulture-al		Imperative	
Hospitable-ly		Imperceptible	
Hospitality		Imperishable	
Humanitarian		Impetuous-ly	
Humanity		Implacable	
Humility		Implicitly	
Hypocritic-al		Importation	
Identical-ly		Importunity	
Illegitimate		Impracticable-ity	
Illtreated		Impregnate-d-able	
Imaginable		Imprisonment	

Impropriety		Incredulously	
Imprudently		Indemnify-ed-ing-ty	
Inaccessible		Indisputable-ly	
Inactive		Inductive	
Inactively		Indulge-d-ence	
Inadvertent-ly-cy		Industry	
Inattentive-ly		Industriously	
Incalculable		Inevitable	
Incentive		Inexhaustible	
Incessant		Inexplicable	
Incessantly		Infect-ed	
Inclemency		Inferiority	
Inclinable		Intflexible	
Included		Informal-ly ..	
Income		Infringe-d-ment	
Incomparable		Ingenuity	
Inconsiderable		Inherit-ed-ance	
Inconveniency		Inheritable	
Inconveni-ent-ly		Injustice	
Incorrect		Inscribe-d	
Incorrect-ly		Inscription	

12

Insincerity		Interrogative	
Instalment		Interrupted	
Instan		Intimated	
Instantaneous		Intimidated	
Instantaneously		Intolerable	
Instinct		Intrepidity	
Instructed		Introductory	
Instructive		Intwine	
Instrument		Invariable	
Insulated		Investigate-ed	
Insure		Investigation	
Insurance		Investigator	
Insurrection		Invisible	
Insurrectionary		Irrational	
Integrity		Irreconcilable	
Intelligible		Irredeemable	
Intellectual		Irregularity	
Intended		Irrelative	
Interlude		Irrelevancy	
Intermediate		Irrelevant	
Intermit		Irrelievable	

Irremediable		Licentious	
Irreparable		Liquidate	
Irreproachable		Literature	
Irresistible-ly		Lithograph-y	
Irritated		Lucrative	
Journalism		Magic	
Journalistic		Magnif.cent-ly	
Jubilant		Magnify-ed-ing	
Juxtaposition		Maintenance	
Justifiable		Malevolent-ce	
Knavishly		Malignant-ce	
Kindred		Malpractice	
Lamentable		Management	
Labyrinth		Manifestation	
Landed		Mark	
Learn		Market	
Legible-ly		Marketable	
Legitimate		Married	
Leniency		Material-ly	
Liberalism		Materialism	
Liberality		Maximum	

Meditative		Multitude	
Memorable		Municipality	
Memorandum		Mythology-ic	
Mercantile		Negative	
Merciful-ly		Neglect-ed	
Misanthrop-ic		Neglective	
Misanthropical		Negligence	
Monarchial		Negligent	
Morality		Negotiable	
Mortality		Neutrality	
Mischievous		Nocturnal	
Miserable-ly		Nondescript	
Misfortune		Northern	
Misinterpreted-tation		Northeast	
Mislaid-led		Northeastern	
Mismanagement		Northwest	
Modest		Notice	
Modesty		Noticed	
Mournful		Notoriety	
Mourning		Objective	
Multiplicity		Observable	

Obstinate-nacy		Participation	
Obstr-ctive		Participative	
Obtainable		Pathetic	
Occupancy		Patient	
Officiated		Peaceful	
Operative		Peculiarity	
Opportunely		Pendant	
Ordeal		Pendent	
Ordinary		Penetrated	
Originated		Penitential	
Otherwise		Penitently	
Overload		Perceptible	
Painful-ly		Perfect-ly	
Pandemonium		Period	
Pantomime		Periodical	
Paradox-ical		Permanence-t-ly	
Paragraph		Perpetrated	
Pardonable		Perplex-ity	
Parentage		Perplexing	
Participate		Persecuted	
Participated		Perspective	

Perspicuity		Preferable	
Persuasively		Preferential	
Persuasion		Pregnant-cy	
Pestilence		Prescribe-d	
Pestilent		Prescription	
Philharmonic		Presented	
Picturesque		Presentiment	
Planted		Preservative	
Plentiful-ly		Presidential	
Polygamy		Pretended	
Possible-ly		Printed	
Postpaid		Privilege-d	
Postponement		Proclaim-ed	
Poverty		Proclamation	
Practicable		Proclivity	
Practitioner		Procrastinate	
Precluded		Procrastinated	
Predestination		Procrastination	
Predicament		Prodigal	
Prediction		Production	
Predominate-d-ance		Productive	

Profligate		Punishment	
Profligacy		Purity	
Prognosticate		Quality	
Prognostication		Qualify	
Prognosticated		Qualifying	
Project		Qualification	
Prominent-ence-ly		Quarters	
Promoted		Quartette	
Prompted		Question-able-ly	
Propriety		Quenchable	
Promptly		Rational-ly	
Prosecuted		Rationality	
Prescribed-ption		Re-active	
Prospective		Re-arrangement	
Prospectively		Reasonable-ly	
Protective		Rebate	
Protracted		Rebutment	
Providential		Reciprocate	
Provincialism		Reciprocated	
Prudential		Recollect-ed	
Punctual-ity		Recollecting	

Recollective		Relegated	
Recommendatory		Reliable	
Recommended		Reluctancy	
Reconcilable		Reluctant	
Reconciled		Remembrance	
Recover-ed-y-able		Remunerated	
Redoubtable		Renovate-ed	
Reduction		Renunciation	
Re-exchange		Reparative	
Reference		Replenish-ed	
Refer-ing-ed		Replenishing-ment	
Refinement		Reproachful-ly	
Reflect-ed		Requirement-s	
Reflective		Resemble-ance	
Refreshment		Resentful	
Regarded		Residential	
Regular-ly		Restorable	
Regularity		Restorative	
Re-iterative		Restrainable	
Relation		Restricted	
Relationship		Restrictive	

Retirement		Saturday	
Retreated		Select-ed	
Retrenchment		Seas onable	
R·t·ospection		Sceptic-al	
Retrospective		Scepticism	
Return-ed-ing		Scientific-al-ly	
Returnable		Scornful-ly	
Retribution		Scrupulous	
Reverential		Security	
Revolution		Se lective	
Revolutionary		Seductively	
Revolut·onize		Sentiment	
Rightfully		Sentimental-ly	
Sagacity		Settlement	
Sample		Severity	
Sanctify		Signature	
Sanctified		Similar	
Sanctification		Similarly	
Sanguinary-ly		Simple	
Sarcastic		Simplified	
Sarcastically		Simp'ify	

Simplification		Splendid	
Simplifying		Spontaneous	
Simultaneous		Statistical	
Simultaneously		Statistics	
Sincerity		Strategic	
Sinful-ly		Strengthen-ed	
Sinking-fund		Stronghold	
Skilful-ly		Subjugation	
Social-ly		Subject	
Solemnity		Submitted	
Solvency		Subscribed	
Sophisticate		Subsequently	
Sophisticated		Successful-ly	
Sophistication		Sugge.t-ed	
Sophistry		Suggestion	
Sorrowf ul-ly		Superficial	
Sorrowfulness		Superintendent	
Sovereignty		Superin'dence	
Speak		Superiority	
Speculated		Superscr. bed	
Speculative		Superstructure	

Supported		Transform-ed-a-tion	
Surmountable		Transmigrate	
Surreptitious-ly		Transplanted	
Surrounded		Transport-ed-a-tion	
Suspended		Treasonable	
Sustainadle		Trustful-ly	
Sympathetic		Unaccountable-y	
System		Unaccustomed	
Systematic-al		Unanswerable	
Talkative		Unapproachable	
Tasteful-ly		Unbearable	
Technica'-ly		Uncertainty	
Technicality		Uncommunicati	
Temer-ty		Uncult vated	
Tendency		Undefended	
Thoughtful-ly		Undignified	
Thoughtfulness		Unfrequented	
Tolerated		Unfaithful	
Topic		Unfashionable	
Tranquil		Unfavorable-y	
Tranquility		Unfortunate	

Unimaginable	7	Victim	5
Uninhabited	3	Vigilant	5
Unintelligible	7	Vigilantly	5
Unaccountable-ly	7	Vindicated	5
Unlimited	7	Vindictive	5
Unmanageable	7	Vindictively	5
Unmerciful-ly	7	Vituperative	5
Unpardonable	7	Vocabu'ary	5
Unprejudiced	7	Wakeful	5
Unprosperous	7	Wakefulness	5
Unquestionable-ly	7	Wanted	5
Unreasonable-ly	7	Wasteful	5
Unrewarded	7	Wastefully	5
Unscientific.al-ly	7	West Indies	5
Unseasonable-ly	7	Westminster	5
Unspeakable	7	Whitewash	5
Valuable	7	Whitewood	5
Vanquish-ed	7	Wilful-ly	5
Venerable	7	Wonderously	5
Venerate.l	7	Wonted	5
Vicinity	7	Wounded	5



HAMMOND TYPEWRITER



PRICE, TWO STYLES OF TYPE, - - - \$100.00

Send for Circular No. I., and

"WHAT FOLKS SAY OF THE HAMMOND TYPEWRITER."

THE HAMMOND TYPE WRITER CO.,

300 WASHINGTON ST.,

BOSTON, MASS.

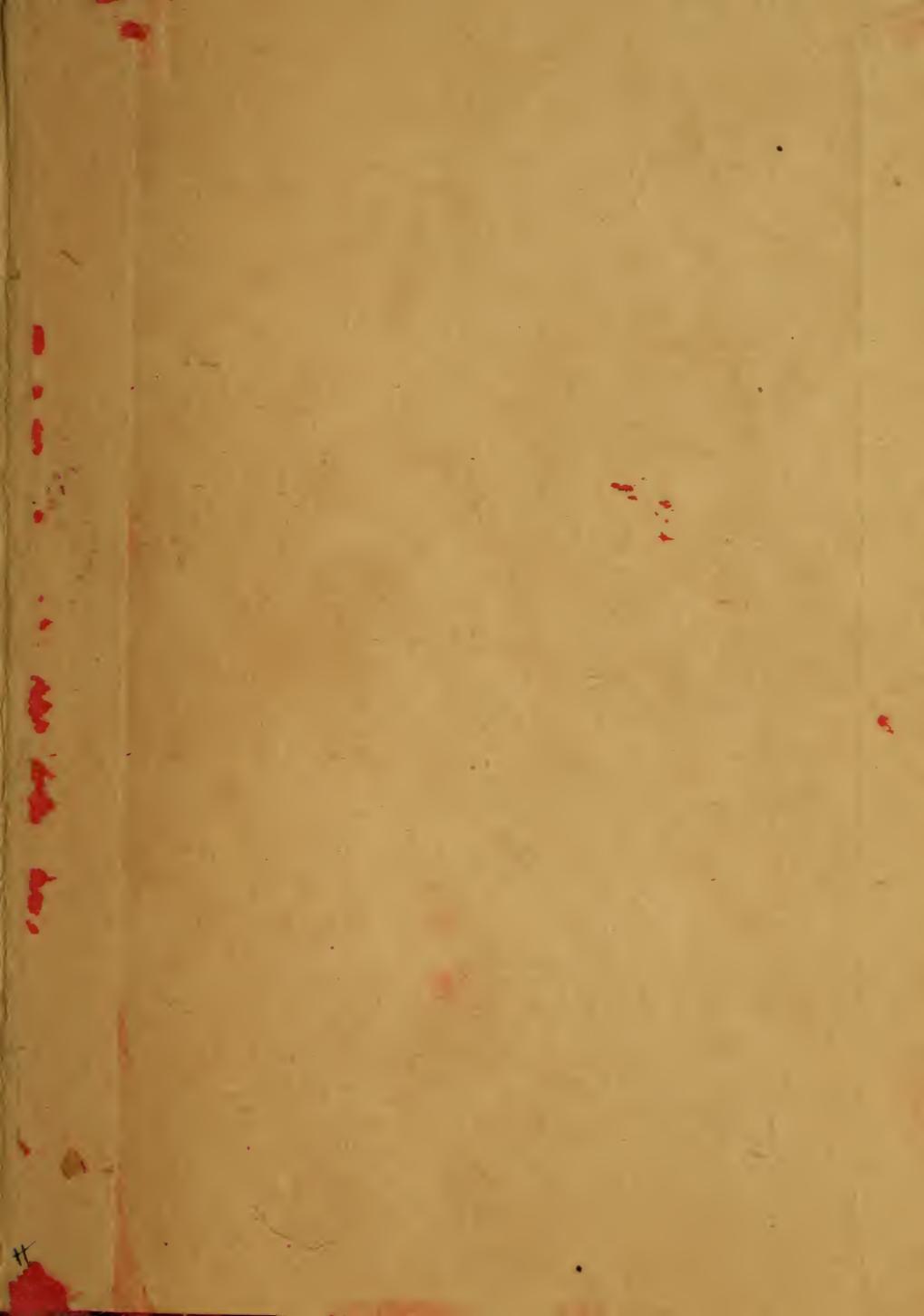
The "STENOGRAPHER'S COMPANION",

A monthly journal printed entirely in shorthand. Send 10 cents for sample copy, to -

DUREN, VINT, & SOMERSALL,

P. O. Box 1358,

Boston, Ma



LIBRARY OF CONGRESS



0 027 275 558 9